



2013-2014 Academic Catalog Addenda – July 1, 2014

REFUND POLICIES

Treatment of Title IV, HEA Program Funds Upon Withdrawal (p. 16)

Upon a student's withdrawal or dismissal from school, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The school is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the school's tuition refund policy as described above.

These regulations allow the college to keep as “earned” the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student’s first semester when the college is sometimes not permitted under regulations to disburse a Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the school will determine whether the student is due a post-withdrawal disbursement of federal aid. The school will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the school will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded.

In the event the school is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

Order of Refund (p. 17)

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated, ~~including the refund of a credit balance on the student's account~~, will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the graphic design or photography program is 60 credits. Using that number, 150 percent would equal 90 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each semester of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met:

Minimum Quality Point Average (QPA)/Minimum Successful Course Completion Percentage:

	Cumulative QPA	Successful Course Completion
Semester 1	1.7	25 percent
Semester 2	2.0	33 percent
Semester 3	2.0	67 percent
Semester 4	2.0	67 percent

The cumulative grade point average will include all grades earned at Antonelli Institute. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. A student attending Summer Session will be considered to be making satisfactory progress if at the end of the Summer Session, the student meets the standards for the immediately preceding semester.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course that will be offered immediately in the program progression, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.

or

2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

No matter which of the two options above a student may elect, the student will be permitted this option only twice. A third failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit.

A student will be allowed to fail and repeat only four courses.

At the end of each term, Antonelli Institute will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

CAMPUS SECURITY (pp. 22-30)

Antonelli Institute strives to provide a safe environment for our students' learning experience. We have located our facility in a quiet suburban setting, and trespassing laws are enforced on our premises. If,

however, a crime is committed on our premises, school personnel and building management are available to assist ~~the students~~ and staff.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to any school official. School officials include management personnel, directors, and security personnel. All incidents are then reported to the President. Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available. Antonelli Institute has no official policy or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Also guests are invited to speak to the students during the course of their program on topics such as self-protection. It is the school's policy to actively educate students about the realities of campus sexual assault and other campus crimes by publishing and distributing, at no cost to students, the following information:

- Crime Prevention Tips
- Prevention Ideas for Self-Protection
- Directory of Counseling Services

Antonelli Institute does not provide residential facilities for students on campus. However, Antonelli Institute employs a full-time residence director to assist students who reside in the residence facility. Security procedures are explained to students by residence facility personnel and the residence director at the residence facility orientation.

Procedures for reporting criminal actions or other emergencies are reviewed with faculty, staff, and administration at the annual startup meeting. Safety procedures and crime prevention tips are also reviewed.

Timely Warning Reports

The school administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, in student residence facilities, and in other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security

systems are utilized during hours in which the school is closed, and video cameras have been installed to record activity in key areas. Antonelli Institute does not provide residential facilities for students on campus.

There are eight cameras throughout the campus. The cameras operate 24 hours a day, 7 days a week throughout the year. They record on at least a 72-hour loop. The cameras are monitored in the school store during hours of operation. Doors not frequently used are alarmed and inaccessible from the outside but can be used to exit the facility in case of emergency.

School personnel patrol the campus, secure the facility, and activate the alarm prior to departure. School personnel deactivate the system and open the facility upon arrival.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

Authority of Campus Security Personnel

Antonelli Institute does not have a campus police or security department. The President serves as the chief security officer with assistance of management personnel. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
<u>Dating Violence</u>	<u>On Campus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Noncampus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Public Property</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
<u>Domestic Violence</u>	<u>On Campus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Noncampus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Public Property</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>

<u>Stalking</u>	<u>On Campus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Noncampus</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
	<u>Public Property</u>	<u>n/a</u>	<u>n/a</u>	<u>0</u>
Sex Offenses, Forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	1	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	0	0	1
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	3	1	7
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	2	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession	On Campus	0	0	0
	Noncampus	0	0	0
Violations Referred for Disciplinary Action	Public Property	0	0	0

Hate Crimes

Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ~~or~~ ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, dating violence, domestic violence, stalking, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2011, 2012, and 2013 there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Antonelli Institute has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations. Not all agencies responded to our request for statistics.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in or on noncampus buildings or property, and on public property within or adjacent to the campus. The President is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Antonelli Institute Drug-Free School and Workplace Statement of Policy and Plan for the full details. The Antonelli Institute campus is designated as drug-free, and the consumption of alcohol or drugs is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The school will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Antonelli Institute prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. Antonelli Institute presents educational programs with local organizations to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, stalking, and other forcible and

nonforcible sex offenses. Primary prevention and awareness programs are presented for incoming students and new employees. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. Antonelli Institute also distributes educational materials to faculty, students, and staff to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking, and other forcible and nonforcible sex offenses. This information is included in the following materials:

- Crime Prevention Tips
- Prevention Ideas for Self-Protection
- Directory of Counseling Services

The materials also address issues of evidence preservation, criminal prosecution, law enforcement, and school notification in the case of a sex offense. Information provided by the Commonwealth of Pennsylvania concerning registered sex offenders may be obtained by contacting the Springfield Township Police at (215) 836-1600. Students who reside in the residence facilities may obtain such information by contacting the 14th District of the Philadelphia Police at (215) 686-3141. Information on registered sex offenders may also be obtained on the internet at <http://www.pameganslaw.state.pa.us> and <http://registeredoffenderslist.org>.

Procedures for reporting dating violence, domestic violence, sexual assault, and stalking ~~sex offenses~~ are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking ~~sexual~~ offense, the student-individual should report the offense in a timely manner to any school official. School officials include management personnel, directors, and security personnel. Any student who has a complaint of campus sexual assault against another student should notify the President in a timely manner. Reports of ~~sexual offenses and sexual violence~~ dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. If the ~~student-victim~~ wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important and that the offense is reported immediately. The victim may decline to notify such authorities.

~~Students may receive a~~ A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, and/or other services ~~is~~ available to victims of ~~sex offenses~~ dating violence, domestic violence, sexual assault, and stalking in the library or from a Director. No professional on-campus services are available. If requested by the victim, school officials will notify victims of reasonably available options for changing ~~change~~ the victim's academic, ~~and~~ living, transportation, and working situations after an alleged ~~sex~~ offense. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same

opportunities to have, which include having others present during school disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the proceedings. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose. Appropriate sanctions may range from class suspension to dismissal or termination from school.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

Emergency Response and Evacuation Procedures

The school administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students away from the building, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

Antonelli Institute does not provide residential facilities for students on campus although it does maintain noncampus housing accommodations. The school conducts fire safety training for these resident students during the resident student orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.

6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the school administration will utilize the 911 emergency phone system to report the event.